

INDEX

A

Accounting procedures, 4-30 to 4-35
 bank deposits, 4-30 to 4-32
 bank-statements, 4-32 to 4-33
 checkbook, 4-32
 disbursements from the religious offerings fund, 4-34
 opening and closing balances, 4-33 to 4-34
 statement of operations and net worth, 4-33
 unauthorized expenditures from the religious offerings fund, 4-34 to 4-35
Advantages of education and training, 6-6
Alignment of training with billet and command mission, 6-1
Appointment and designation of lay readers, 3-32
Appropriated funds, 4-1 to 4-21
 budget approval, 4-21
 budget management, 4-21
 budgeting, 4-1 to 4-13
 budgeting on the margin, 4-13 to 4-18
 expense elements, 4-18 to 4-20
 helpful reference sources, 4-20
 implementing the spending plan, 4-18
 justification of the budget, 4-20 to 4-21
 line-item input to the budget, 4-18
 logistic support of the Command Religions Program, 4-1
 operations and maintenance (Navy) (O&M, N), 4-1
 programming, 4-13
Awards and commendations, 5-8 to 5-9

B

Base facilities used as chapels, 1-5

C

Career opportunities for RPs, 1-9 to 1-12
Chapel councils, 4-36
Chapel Life Extension Program (CLEP), 4-40
Chapels, base facilities used as, 1-5
Chaplain Corps, 1-1 to 1-5
 Chief of Chaplains, 1-4
 commissioning of Navy chaplains, 1-4
 organization of the Office of the Chief of Chaplains, 1-4 to 1-5
 purpose of the Chaplain Corps, 1-4
Chaplain's Specialist—Specialist (W), 1-6
Chief of Chaplains, 1-4
Command chaplain, 1-5 to 1-6
Command Religions Program manager, 5-1
Command Religions Programs aboard ship, 2-2
Command Religions Programs ashore, 2-2
Command training requirements, standard, 6-3 to 6-5
 General Damage Control PQS, 6-4
 maintenance and material management (3-M) PQS, 6-4
 watch standing, 6-4 to 6-5
Commendations and awards, 5-8 to 5-9
CRP, Command Religious Program publications, 3-8 to 3-10
 publication changes, 3-9 to 3-10
 publications corrections petty officer, 3-10
 publications stowage, 3-9
CRP equipment, 3-21 to 3-26
 equipment failure/breakdown, 3-21
 maintenance aboard ship, 3-24
 maintenance ashore, 3-24
 maintenance documents and documentation, 3-21
 PMS aboard ship, 3-24 to 3-26
Customs and traditions of various religions, basic, 6-1

D

Daily office routine, 3-5 to 3-6
 crisis of emergency calls, 3-6
 facilities usage schedule, 3-5
 file of referral sources, 3-6
 office files, 3-6
 watch log and master locator board, 3-5
Drafting directives, 3-7

E

Education and training, 6-1 to 6-15
 advantages of education and training, 6-6
 alignment of training with billet and command mission, 6-1
 basic customs and traditions of various religions, 6-1
 general military training, 6-3
 proper training documentation, 6-5
 religious education, 6-11 to 6-15
 coordinating religious education programs, 6-11
 specific tasks involved in coordinating religious education programs, 6-12 to 6-15
 assisting the chaplain in curriculum evaluation, 6-14
 assisting the chaplain in the recruitment of volunteers, 6-12, 6-14
 managing training programs for curriculum instructors, 6-14
 monitoring the religious education program for effectiveness, 6-14 to 6-15
 schooling of assigned personnel, 6-2
 standard command training requirements, 6-3 to 6-5
 General Damage Control PQS, 6-4
 maintenance and material management (3-M) PQS, 6-4
 watch standing, 6-4 to 6-5
 training/orientation of other service veterans (OSVETS), 6-2 to 6-3
 receiving OSVETS aboard, 6-2
 Religious Program Specialists assigned to Marine Corps units, 6-2 to 6-3

Education and training—Continued

 training schedules, 6-5
 training sessions, 6-6 to 6-11
 instructing, 6-8 to 6-11
 general hints for the instructor, 6-11
 motivation, 6-9
 oral presentation, 6-8
 teaching a skill, 6-10
 training aids, 6-9
 on-the-job training (OJT), 6-6
 readiness training, 6-6 to 6-8
 RP as teacher, the, 6-8
 volunteer personnel performing liturgical functions, 6-1
Enlisted performance evaluation system, 5-8

F

Filing directives, 3-8
Financial management and logistics, 4-1 to 4-46
 appropriated funds, 4-1 to 4-21
 budget approval, 4-21
 budget management, 4-21
 budgeting, 4-1 to 4-13
 budgeting on the margin, 4-13 to 4-18
 percentages, 4-15 to 4-18
 prioritizing, 4-15
 expense elements, 4-18 to 4-20
 helpful reference sources, 4-20
 implementing the spending plan, 4-18
 justification of the budget, 4-20 to 4-21
 line-item input to the budget, 4-18
 logistic support of the Command Religions Program, 4-1
 operations and maintenance (Navy) (O&M,N), 4-1
 programming, 4-13
 logistics, 4-36 to 4-40
 logistic management involving operating forces, 4-38 to 4-40
 chaplains assigned to Marine Corps units, 4-39
 logistic requisition (LOGREQ) messages, 4-39
 squadron or group chaplain, 4-38 to 4-39
 transportation of chaplains, 4-39 to 4-40
 Navy supply system, 4-38
 open purchases, 4-38

Financial management and logistics—

Continued

- new facilities (chapel) construction, 4-40 to 4-46
 - construction, 4-44
 - Occupational Safety and Health Administration (OSHA) involvement, 4-44
 - OICC representative, 4-44
 - subcontracting, 4-44
 - contracting, 4-44
 - no facility/present facility inadequate, 4-40 to 4-42
 - Chapel Life Extension Program (CLEP), 4-40
 - installation population count, 4-40 to 4-42
 - personnel increases at the command, 4-40
- OICC/ROICC, 4-43 to 4-44
- outfitting and moving in after completion of construction, 4-44 to 4-46
 - additional equipment, 4-45
 - collateral equipment, 4-45
 - insurance of precious items or items of historical value, 4-45 to 4-46
 - primary equipment, 4-44 to 4-45
- preconstruction conference, 4-44
- request for funding, 4-42 to 4-43
 - design process, 4-42
 - final approval of the request, 4-43
 - initiating the request, 4-42 to 4-43
- nonappropriated funds, 4-22 to 4-36
 - accounting procedures, 4-30 to 4-35
 - bank deposits, 4-33 to 4-32
 - bank statements, 4-32 to 4-33
 - checkbook, 4-32
 - disbursements from the religious offerings fund, 4-34
 - opening and closing balances, 4-33 to 4-34
 - statement of operations and net worth, 4-33
 - unauthorized expenditures from the religious offerings fund, 4-34 to 4-35
- appointment of an interim ROF administrator, 4-30
- audits of the religious offerings fund, 4-35

Financial management and logistics—

Continued

- nonappropriated funds—Continued
 - chapel councils, 4-36
 - duties and responsibilities, 4-36
 - governing of chapel council operations, 4-36
 - preparing for an audit, 4-35 to 4-36
 - religious offerings fund administrator, 4-28 to 4-30
 - religious offerings funds, 4-22
 - sources of revenue, 4-22 to 4-28
 - faith group subaccounts, 4-22
 - petty cash fund, 4-22 to 4-28
 - subaccount custodian, 4-30

G

- General Damage Control PQS, training requirements, 6-4

- GMT, general military training, 6-3

I

- Instructing, training session, 6-8 to 6-11
 - general hints for the instructor, 6-11
 - motivation, 6-9
 - oral presentation, 6-8
 - teaching a skill, 6-10
 - training aids, 6-9

- Instructions, notices and changes transmittals, 3-7

- Insurance of precious items or items of historical value, 4-45 to 4-46

L

- Leadership and guidance of personnel, 5-8 to 5-9

- awards and commendations, 5-8 to 5-9
 - discipline, good moral conduct, and self-control, 5-8

- enlisted performance evaluation system, 5-8

- special evaluation reports, 5-9

- Library operations, 3-10

M

Maintenance and material management (3-M)
PQS, command training, 6-4
Management of the office of the chaplain, 3-1 to 3-32
 appointment and designation of lay readers, 3-32
 Command Religious Program (CRP)
 publications, 3-8 to 3-10
 publication changes, 3-9 to 3-10
 page changes, 3-9
 pen-and-ink changes, 3-9
 superseded or revised publications, 3-10
 publications corrections petty officer, 3-10
 publications stowage, 3-9
 CRP equipment, 3-21 to 3-26
 equipment failure/breakdown, 3-21
 maintenance aboard ship, 3-24
 maintenance ashore, 3-24
 maintenance documents and documentation, 3-21
 PMS aboard ship, 3-24 to 3-26
 library operations, 3-10
 naval communications, 3-10 to 3-21
 drafting letters, 3-10 to 3-14
 choice of words, 3-11
 letter purpose, 3-11
 organizing the letter, 3-11
 paragraph organization, 3-12 to 3-14
 messages, 3-14 to 3-21
 AMCROSS messages at sea, 3-20
 AMCROSS message handling and follow-up, 3-20
 American Red Cross
 (AMCROSS) messages, 3-19
 general style, 3-14
 heading, 3-17
 incoming messages and routing procedures, 3-19
 message text, 3-19
 originator, drafter, releasing officer, 3-17
 precedence, 3-18
 pastoral correspondence, 3-14
 professional correspondence, 3-14
 standard naval letters, 3-14
Naval Directives, 3-6 to 3-8
 drafting directives, 3-7
 filing directives, 3-8
 instruction, notices, and change transmittals, 3-7

Management of the office of the chaplain—Continued

 procurement of services of auxiliary chaplains, contract chaplains, and clergy for occasional ministries, 3-26 to 3-30
 guest speakers and training course directors, 3-26 to 3-30
 procedures for employment of auxiliary chaplains, contract chaplains, and clergy for occasional ministries, 3-26
 role of the commanding officer, 3-26
 RP staff and civilian employees, 3-26
Religious Program Specialist as manager of the office of the chaplain, 3-1 to 3-6
 daily office routine, 3-5 to 3-6
 crisis of emergency calls, 3-6
 facilities usage schedule, 3-5
 file of referral sources, 3-6
 office files, 3-6
 watch log and master locator board, 3-5
 resources of the manager, 3-1 to 3-4
 materiel, 3-4
 money, 3-4
 office organization and office facilities, 3-2
 personnel, 3-1
 time, 3-3
 reports, 3-8
 statistical data analysis of religious services, 3-30 to 3-32
Managerial styles, 5-4 to 5-8
 consistency of style, 5-7 to 5-8
 flexibility of the manager, 5-8
 high task/high personnel, 5-7
 high task/low personnel, 5-6 to 5-7
 low task/high personnel, 5-5 to 5-6
 low task/low personnel, 5-4 to 5-5
Motivation, training, 6-9

N

Naval communications, 3-10 to 3-21
 drafting letters, 3-10 to 3-12
 choice of words, 3-11
 letter purpose, 3-11
 organizing the letter, 3-11
 paragraph organization, 3-12 to 3-14

Naval communications—Continued
 messages, 3-14 to 3-21
 AMCROSS messages at sea, 3-20
 AMCROSS message handling and follow-up, 3-20 to 3-21
 American Red Cross (AMCROSS) messages, 3-19
 general style, 3-14
 heading, 3-17
 incoming messages and routing procedures, 3-19
 message text, 3-19
 originator, drafter, releasing officer, 3-17
 precedence, 3-18
 pastoral correspondence, 3-14
 professional correspondence, 3-14
 standard naval letters, 3-14
 Naval Directives, 3-6 to 3-8
 Nonappropriated funds, 4-22 to 4-36
 accounting procedures, 4-30 to 4-35
 appointment of an interim ROF administrator, 4-30
 audits of the religious offerings fund, 4-35
 chapel councils, 4-36
 preparing for an audit, 4-33 to 4-36
 religious offerings fund administrator, 4-28 to 4-30
 religious offerings funds, 4-22
 sources of revenue, 4-22 to 4-28
 Subaccount custodian, 4-30

O

OJT, on-the-job training, 6-6
 Oral presentation, training, 6-8
 OSVETs, training/orientation of other service veterans, 6-2 to 6-3
 receiving OSVETs aboard, 6-2
 Religious Program Specialists assigned to Marine Corps units, 6-2 to 6-3

P

Personnel management, 5-1 to 5-9
 leadership and guidance of personnel, 5-8 to 5-9
 awards and commendations, 5-8 to 5-9
 discipline, good moral conduct, and self-control, 5-8

Personnel management—Continued
 leadership and guidance of personnel—Continued
 enlisted performance evaluation system, 5-8
 documentation, 5-8
 input to the evaluation report by the RPC or RP1, 5-8
 special evaluation reports, 5-9
 managerial styles, 5-4 to 5-8
 consistency of style, 5-7 to 5-8
 flexibility of the manager, 5-8
 high task/high personnel, 5-7
 attention to detail, 5-7
 confidence of others, 5-7
 efficiency, 5-7
 loyalty, 5-7
 rapport with subordinates, 5-7
 teamwork, 5-7
 high task/low personnel, 5-6 to 5-7
 attention to detail, 5-6
 confidence of others, 5-6
 efficiency, 5-6 to 5-7
 listening, 5-6
 loyalty, 5-6
 rapport with subordinates, 5-6
 teamwork, 5-6
 low task/high personnel, 5-5 to 5-6
 attention to detail, 5-5
 confidence of others, 5-5
 efficiency, 5-5 to 5-6
 listening, 5-5
 loyalty, 5-5
 rapport with subordinates, 5-5
 teamwork, 5-5
 low task/low personnel, 5-4 to 5-5
 attention to detail, 5-4
 confidence of others, 5-5
 efficiency, 5-5
 listening, 5-4
 loyalty, 5-4
 rapport with subordinates, 5-5
 teamwork, 5-5
 programs management, 5-1 to 5-4
 Command Religious Program manager, 5-1
 phases of programs management, 5-1 to 5-4
 controlling, 5-3 to 5-4
 coordinating, 5-2 to 5-3
 directing, 5-3
 organizing, 5-2
 planning, 5-1 to 5-2
 working relationships, 5-9

Planned Ministry objectives (PMO), 2-2 to 2-9
 additional programs of religious ministry, 2-5
 divine services, 2-2 to 2-3
 duty watches and availability plans, 2-5
 pastoral counseling, 2-3 to 2-5
 pastoral visitation, 2-3
 Planned Ministry Objectives (PMO)
 summary, 2-5 to 2-9
 religious literature program, 2-3
 seasonal religious services, 2-3
 special religious services, 2-3
 Procurement of services of auxiliary chaplains, contract chaplains, and clergy for occasional ministries, 3-26 to 3-30
 guest speakers and training course directors, 3-26 to 3-30
 procedures for employment of auxiliary chaplains, contract chaplains, and clergy for occasional ministries, 3-26
 role of the commanding officer, 3-26
 RP staff and civilian employees, 3-26

R

Readiness training, 6-6, 6-8
 Receiving OSVETs aboard, 6-2
 Religious education, 6-11 to 6-15
 coordinating religious education programs, 6-11
 specific tasks involved in coordinating religious education programs, 6-12 to 6-15
 assisting the chaplain in curriculum evaluation, 6-14
 assisting the chaplain in the recruitment of volunteers, 6-12 to 6-14
 managing training programs for curriculum instructors, 6-14
 monitoring the religious education program for effectiveness, 6-14 to 6-15
 Religious ministries in the Navy, 2-1 to 2-9
 Command Religious Programs aboard ship, 2-2
 Command Religious Programs ashore, 2-2
 institutional ministry versus parochial ministry, 2-1 to 2-2
 Planned Ministry Objectives (PMO), 2-2 to 2-9
 additional programs of religious ministry, 2-5
 divine services, 2-2 to 2-3

Religious ministries in the Navy—Continued
 Planned Ministry Objectives (PMO)—Continued
 duty watches and availability plans, 2-5
 pastoral counseling, 2-3 to 2-5
 pastoral visitation, 2-3
 Planned Ministry Objectives (PMO)
 summary, 2-5 to 2-9
 religious literature program, 2-3
 seasonal religious services, 2-3
 special religious services, 2-3
 Religious Program Specialist, the, 1-1 to 1-12
 base facilities used as chapels, 1-5
 career opportunities for RPs, 1-9 to 1-12
 preparation for advancement, 1-12
 rate training manual overview, 1-12
 skills and knowledge required of RPs, 1-9 to 1-12
 Chaplain Corps, 1-1 to 1-5
 Chief of Chaplains, 1-4
 commissioning of Navy chaplains, 1-4
 organization of the office of the Chief of Chaplains, 1-4 to 1-5
 purpose of the Chaplain Corps, 1-4
 command chaplain, 1-5 to 1-6
 history of the Religious Program Specialist (RP) rating, 1-6 to 1-9
 Chaplain's Specialist—Specialist (W), 1-6
 Religious Program Specialists, 1-8 to 1-9
 selection and training of Specialist (W), 1-6 to 1-7
 performance appraisal of Specialist (W), 1-7
 Specialists with the Marines, 1-7
 Yeoman Chaplain's Professional Assistant (YN-2525), 1-8
 Religious Program Specialists assigned to Marine Corps units, 6-2 to 6-3
 Reports, management of the office of the chaplain, 3-8
 Resources of the manager, 3-1 to 3-4
 materiel, 3-4
 money, 3-4
 office organization and office facilities, 3-2
 personnel, 3-1
 time, 3-3
 Revenue, sources of, 4-22 to 4-28
 faith group subaccounts, 4-22
 petty cash fund, 4-22 to 4-28
 RP as teacher, the, 6-8

S

Schooling of assigned personnel, 6-2
Specialist (W), selection and training of, 1-6
to 1-7
statistical data analysis of religious services,
3-30 to 3-32

T

Teaching a skill, 6-10
Training aids, 6-9
Training documentation, proper, 6-5
Training schedules, 6-5

V

volunteer personnel performing liturgical
functions, 6-1

W

Watch standing, command training, 6-4 to 6-5

Y

Yeoman Chaplain's Professional Assistant
(YN2525), 1-8

